

DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY

**ACCOUNTANT (MAY WISH TO FILL AS ACCOUNTING CAREERS TRAINEE)**  
Administration – Fiscal Services

**POSTING DATE:** November 16, 2011

**CLOSING DATE:** November 23, 2011 \*

**[PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**OPEN TO:** The Public

**POSITION CONTROL/JOB POSTING NUMBER:** 100039SC **NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION**

**LOCATION:** 410 Capitol Avenue, Hartford, CT

**SHIFT/HOURS:** 1<sup>st</sup> Shift/40 hours/week

**SALARY GROUP/RANGE:** Acct AR 23/\$60,593-\$78,332; Act Car Trainee: AR 15-3 \$45,126 (Bach – 15 Semester hrs in accounting)  
AR 15-5 \$48,162 (Bach – 30 semester hrs in Accounting)  
AR 15-5 \$48,162 (Mast. – 15 credits in Accounting)  
AR 15-6 \$49,690 (Mast. – 30 semester hrs in Accounting)

**(Accountant) NOTE:** Candidates must have applied for and passed the **Accountant** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

**(Accounting Careers Trainee) NOTE:** CANDIDATES APPLYING FOR THIS POSITION MUST MEET THE MINIMUM QUALIFICATIONS REQUIRED OR BE ELIGIBLE FOR LATERAL TRANSFER.

**PREFERRED SKILLS:** Experience working with CORE-CT Financial Module. Knowledge of Federal grants preferred.

**(Accountant) MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skill and Ability:** Knowledge of professional accounting principles and practices including knowledge of governmental accounting and budgeting; knowledge of basic auditing principles and practices; interpersonal skills; oral communication skills; ability to prepare, analyze and evaluate financial statements and other accounting records and reports; ability to analyze and evaluate accounting methods and procedures; ability to utilize EDP systems for financial management; ability to read and interpret written materials.

**EXPERIENCE AND TRAINING**

**General Experience:** Six (6) years experience in accounting or auditing.

**Special Experience:** Two (2) years of the General Experience must have been at the paraprofessional level. Work at the paraprofessional level requires exercise of some independent judgment in applying basic accounting principles and may be compared to the level of a full charge bookkeeper. For state employees this is the level of Assistant Accountant.

**Substitution Allowed:**

1. College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in accounting may be substituted for one (1) additional year of the General Experience.
3. Certification in any of the following may be substituted for one (1) year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor.
4. Two (2) years of experience as an Assistant Accountant may be substituted for the General and Special Experience.

**(Accounting Careers Trainee) Minimum Qualifications Required**

**Knowledge, Skill and Ability:** Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of data processing; some knowledge of effective report writing; ability to read and understand written materials.

**EXPERIENCE AND TRAINING:** Possession of a Bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

**PLEASE NOTE:** This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

Department of Public Health  
410 Capitol Avenue, MS #13PER  
PO Box 340308  
Hartford, CT 06134-0308  
FAX: 860-509-7860 (if faxing, only one application is necessary)  
[EMAIL: dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

**THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES.**